

Missouri State Library
Office of the Secretary of State

Library Services & Technology Act
Federal Grant Program

**Kentucky Educational
Television
GED Connections/
Workplace Essential Skills
Library Study Groups**
Grant Application

Fall 2006

**Missouri Five-Year State Plan
For the Use of
Library Services and Technology Act (LSTA) Funds
Fiscal Years 2003 - 2008**

Definitions:

- A. A public library is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.
- B. A public elementary school or secondary school library is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.
- C. An academic library is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.
- D. A special library is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.
- E. A library consortium is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

Reprinted from State Plan submitted July 31, 2002

**MISSOURI STATE LIBRARY
LSTA KENTUCKY EDUCATION TELEVISION
GED CONNECTIONS/WORKPLACE ESSENTIAL SKILLS
LIBRARY STUDY GROUPS**

**Information & Guidelines
Fall 2006**

Grant Program Description

This grant opportunity offers Missouri public libraries that are currently receiving state-aid, academic libraries, and secondary or post-secondary school libraries the opportunity to apply for a grant designed to serve their patrons who are low literate or lack a high school diploma through organized adult study groups that use either the GED Connection or the Workplace Essential Skills materials and curriculum. The grant award includes a set of materials for the curriculum chosen in the grant application.

The facilitator for these study groups at the library need not be a fully certified adult education teacher but should have sufficient academic credentials to be effective and supportive with adult students learning the academic tasks included in these curricula. Group members may participate in these study groups either in connection with enrollment in a formal adult education class or literacy program or independently. The grant is particularly designed for libraries in area where there is not another adult education option easily available.

Background Information

A recent collaboration that includes The Missouri State Library, the Department of Elementary and Secondary Education (DESE), and Missouri's PBS stations has made the materials from the Kentucky Educational Television's GED Connections and Workplace Essential skills curricula widely available in Missouri. Under a two-year license agreement, libraries and educational agencies have permission to duplicate the videos associated with these curricula, permission to retain videos recorded from the broadcasts of the GED Connection and/or Workplace Essential Skills broadcasts, and discounts on workbook materials purchased in bulk.

The GED Connection (GEDC) series is a set of 39 videotapes, 20 DVDs, 20 CDs (which may be duplicated while the license is in force) and 3 workbooks with teacher materials and some companion materials online. It is an instructional piece for all five components of the current GED test (reading, mathematics, social studies, science and writing skills) and assumes that students have a reading level of at least tenth grade.

The Workplace Essential Skills (WES) curriculum consists of 25 videotapes, 13 DVDs, 13 CDs (which may be duplicated while the license is in force) and 4 workbooks at a reading level of about 6th grade to 8th grade. The WES series also deals with the "soft skills" that are helpful in the workplace and can serve as a pre-GED instruction or as a brush-up for people who might have a high school diploma but have not used academic skills for a few years. While it is not designed for ESL instruction, it might also be

helpful for immigrants who have some grasp of English and wish to extend it, especially in the workplace.

The videotapes match the broadcast versions of these two programs, which will be airing on PBS stations in Missouri as part of this partnership. More information on both series may be obtained at <http://www.wcvn.org/enterprise/>. Each package is a complete curriculum with workbooks that provide student practice.

If you have questions about this grant opportunity not answered in this material or by the KET Web site, please contact Marge Kudrna, Missouri State Library, telephone (573) 522-9564, 800-325-0131 ext. 17, or e-mail marge.kudrna@sos.mo.gov.

Please note: If your library is interested in the KET materials only without offering associated library programming you may also contact Marge Kudrna, Missouri State Library, telephone (573) 522-9564, 800-325-0131 ext. 17, or e-mail marge.kudrna@sos.mo.gov. A limited number of libraries may obtain these materials free for their collections through the partnership and others may aggregate orders and buy these materials at a discount.

Grant Priorities and Considerations

- There should be a demonstrable need within the patron community.
- A regular meeting place (preferably, but not necessarily, the library).
- The group must meet on a regular schedule, preferably weekly.
- The qualified facilitator must be present and active on a regular basis.
- The program must be non-discriminatory.
- Optionally, childcare or a concurrent children's activity may be offered in connection with the grant program; the grant will provide partial support for a children's activity occurring at the same time as the study group; the grant amount for the children's activity may not comprise more than 30% of the grant award

Applicant Eligibility

Missouri public libraries that currently receive state aid, academic libraries, and secondary and post-secondary school libraries are eligible to apply for this grant. Preference will be given to libraries in areas not served by other GED or adult literacy programs and also to libraries in partnership with other adult education or GED programs.

Funds Available

A library may request up to \$7,500 per branch. Videos, teacher materials, and some workbooks are included as part of the grant award and do not have to be accounted for as part of the expense of the grant. (Please note: if video materials were received as part of an earlier grant they may not be included in this grant award.)

Local Matching Funds

Any auxiliary materials that will finally be placed in the library's collection must be purchased with other funds. No other local matching funds are required although local involvement is a positive sign of sustainability after the grant period.

Allowable/Unallowable Costs

Eligible expenses include, but are not limited to:

- Part-time facilitator/coordinator
- Part-time person(s) to staff the children's activity if one is offered.
- Reasonable training costs for facilitator and training materials
- For the first (and perhaps subsequent) rounds of the grant the award includes a "starter kit" of the complete video set and five copies of each workbook for the program (either GEDC or WES) identified in the application. (Please note: if the video materials were received as part of an earlier grant they may not be included in this grant award.)
- Supplies and consumable learning materials, including extra copies of the workbooks. Please note: LSTA funds may not be used for materials that may become part of the library collection, although LSTA funds may sometimes purchase workshop materials and activity supplies.
- Publicity, mailing and printing costs

If the library chooses to offer a concurrent children's activity, the grant will also pay for:

- Supplies, consumable materials, refreshments, and other activity expenses for the children's activity,
- Childcare workers for the hours in which the study groups are meeting.
- The total requested for the childcare expense may be no more than 30% of total grant request.

Ineligible expenses include, but are not limited to:

- Transportation or field trips
- Existing staff costs within the regular work week
- Collection acquisitions
- Vehicles, computers, or furniture

Large Purchase Documentation: If your grant request requires procurement of a large dollar item, then a competitive bid process may be necessary. For items over an amount specified in your procurement guidelines (example-Missouri State Library's specified amount is \$3,000), you will need to document your bid process used for the purchase. Informal methods of requesting competitive bids are: fax bids; telephone bids; catalog comparison; or, e-mail bids. Documentation can be in the form of a list stating names of the vendors, date of bid requests, and amount of bids. Any questions regarding this process can be addressed to Diana Very, LSTA Grant Officer, 573-526-1256.

Grant Review Process and Application Deadline

- Eligible applications are reviewed and evaluated by the State Library Staff.
- Staff submits recommendations to State Librarian.
- State Librarian submits recommendations to Secretary of State

- Final decision is made by the Secretary of State.
- Incomplete applications will not be reviewed.
- To be eligible for review, applications must be postmarked **by October 4, 2006.**
- **Grant funds may be encumbered or expended only after the grant agreement is fully executed - signed by the grantee, the State Librarian, and the Deputy Secretary of State.**

Grant Period

January 1, 2007 through December 31, 2007. Projects may be proposed for fewer than 12 months.

Reporting Requirements

Depending upon the duration of the project, at least one Interim Report will be required, in addition to a Final Report. For this grant it is possible that material from the final report will be shared with agencies that are partners in the broader collaboration that has made KET materials available in the state.

Grant Monitoring

According to Federal Regulations 45CFR1183.40, revised October 1, 2004, *“grantees are responsible for managing the day-to-day operations of grant and subgrant supported activities. Grantees must monitor grant and subgrant supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved. Grantee monitoring must cover each program, function, or activity.”*

In an effort to comply with the Federal Regulations, Missouri State Library staff will monitor and report program performance on awarded LSTA grants. This will be accomplished by site visits, interim reports, or phone calls. On site visits always emphasize the opportunity the visit provides for the sub grantee to show first hand the project's positive outcomes and to share successes.

Before you apply:

Determine if your library's cash flow is adequate to meet the following terms and conditions of this grant, should it be awarded?

1. How payments are made:
Generally, grant funds are awarded in two or more successive payments, timed to allow the grantee access to sufficient monies to carry out and complete the funded project. However, 30% of the grant award is customarily withheld until completion and approval of the final report by the State Library. It is the grantee's responsibility to use the grant funds to pay project expenses in a timely manner. Grantees with cash flow issues are advised to work out payment arrangements with vendors in advance, if they must wait for a final grant payment to complete all payments to a vendor(s).
2. Disbursement of funds by grantee.
Federal regulations require the grantee to expend (disburse) all Grants payments

within a reasonable time period of their receipt – generally up to 30 days. Failure to do so risks default of the grant funds to the State Library.

3. How the grant will be paid:

Grantees are paid 35% of the total grant amount upon completion of the final executed agreement. A second payment of 35% of the total grant amount is awarded upon submission and approval of the Second Interim Report and Request for Second Payment by the State Library.

A final payment of the remaining grant amount (30% of the grant award or the actual remaining amount expended or encumbered) is disbursed upon completion of the project, following submission and approval of the Final Report and Final Request for payment by the State Library. The Final Report and Payment Request is due no later than 30 days after completion of the project or the end of the grant period.

Mail completed application forms to:

Diana Very, LSTA Grants Officer
LSTA Grant Application
Missouri State Library
600 West Main Street, PO Box 387
Jefferson City, MO 65102-0387

For further information

For further information on The GED, adult literacy, or programming and activity components of the grant, please contact Marge Kudrna, Missouri State Library, telephone (573) 522-9564, 800-325-0131 ext. 17, or e-mail marge.kudrna@sos.mo.gov.

CIPA COMPLIANCE

In deciding whether to apply for any LSTA-funded grant, libraries should be aware that accepting such a grant might trigger an obligation to comply with the Federal Children's Internet Protection Act (CIPA). Whether CIPA is triggered will depend on the specific use of the LSTA funds awarded. If triggered, CIPA will require a grant recipient to certify that it has in place a policy of Internet safety that includes the operation of a technology protection measure (filter) with respect to any of the recipient's computers with Internet access. The nature of the certification depends upon the type of library making application.

**MISSOURI STATE LIBRARY
LSTA KENTUCKY EDUCATION TELEVISION
GED CONNECTIONS/WORKPLACE ESSENTIAL SKILLS
LIBRARY STUDY GROUPS**

**Application Instructions
Fall 2006**

Please call Diana Very, LSTA Grants Officer, 1-800-325-0131 ext. 16, if you have questions about the instructions or application form.

GENERAL INSTRUCTIONS

- Use the enclosed application form. The application form is not to be changed in any way.
- The application will be photocopied for use by the Grant Review Committee. Fill in the library's name at the top of each sheet. The application form and instructions may be photocopied as needed.
- Part II—Program Narrative and Part III—Budget Narrative are to be typed, single-sided, double-spaced on plain sheets, with the library's name at the top of each sheet. Attach these narratives to the back of the application form.
- Signatures must be included or the application will be ineligible for consideration.
- Failure to give the required information may eliminate your application from consideration.
- Double-check your math in the budget portion. Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Use white 8-1/2 x 11" paper. Do not use binders, folders, notebooks, or staples.

ITEMIZED INSTRUCTIONS

Part I—Application Form

- *Project number*—Leave blank.
- *Name of library*—Give the official, legal name of the library.
- *Federal Tax I.D. # or MO Vender # if different*—Same as Federal Employee Identification Number (FEIN) or Tax Identification Number (TIN). Make sure this is your Missouri Vender ID number. In some cases, it is different and this is the number we must have to process your application.
- *Project Director*—Give name of person who will oversee the project and serve as a contact for reports. Include project director's email address and phone number.
- *Project Title*: Give a brief title for your project.
- *Total population of library's legal service area*—Using the latest available census figures, give the population of the legal service area for all participating agencies.
- *LSTA funds requested*—Show the total amount of grant funds you are requesting. Round to the nearest dollar.

- *Estimated number of persons to be served by this project*—Give a realistic estimate, based on the best and most current information available, of the number of targeted people the project will reach. The Missouri State Census Data Center Web site may be found at: <http://www.oseda.missouri.edu/mscdc/index.html>.
- *Project description*—Provide a concise description of your project, not to exceed 250 words. Include key information from each section of Part II.

Part II—Program Narrative

This is the most important part of your application. Attach additional sheets with your responses. Organize your narrative using the numbers and headings shown in the application. Type the library's name in the upper right-hand corner of each additional sheet. Add page numbers. Paperclip sheets to application form. Do not use binders, folders, notebooks, or staples. Type and double-space.

Paperclip any support materials to back of application, after signature page. If you are working with a community partner, attach a letter explaining the resources provided by that partner to your project. A letter must be included for each partner.

Part III—Budget Worksheet and Budget Narrative

Using the budget worksheet provided with this application, include a line-item budget. Round all figures to the nearest whole dollar. Check your math! The addition of local funds is not required; however, if local funds will be added to the project, list them on the first page of the application in the space provided.

Note: Keep in mind that a set of videos and five sets of workbooks are included in the grant award and need not be included in the budget.

Provide a budget narrative explaining all anticipated project costs listed on the budget worksheet. All requests for project equipment must be project specific, appropriate to the project, and justified. Provide valid explanations for why equipment already owned by the library cannot be used. Requests for staff costs must include justification for additional staff hours, the rate at which staff will be paid, and the total number of hours staff will work. *Provide explanations for both federal and local funds.*

Part IV—Certifications and Signatures

Signature of Library Director—The application must be signed by the administrative head of the library, i.e., the library director, or other administrator, in **blue ink**.

Signature of Library Board President—The library board president must sign the application form, in **blue ink**. This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the library board

understands and approves the intent of the grant and will allow the designated project director to oversee the project.

Application Review

Grant application rubric will be used for grant review. These are the topics that will be used to determine if the grant application meets the criteria required for the grant to be awarded. Use this as a check to verify that you are submitting a qualified application.

	Inadequate	Needs Correcting	Clarification Needed	Complete
Application identifies a specific audience				
Project addresses the identified need(s) of audience				
Application demonstrates strong project plan and manageable timeline				
Appropriate and proactive promotional strategies				
Scope is compliant with guidelines				
Allowable costs				
Budget detailed and justified				
Evaluation/Outcomes measure impact on audience				

**MISSOURI STATE LIBRARY
LSTA KENTUCKY EDUCATION TELEVISION
GED CONNECTIONS/WORKPLACE ESSENTIAL SKILLS
LIBRARY STUDY GROUPS
APPLICATION FORM**

Fall 2006

Project # _____

PART I: Attention! You must use this sheet as page 1 of your application. (Please type)

Name of library: _____

Federal Tax I.D. # or MO Vender # if different: _____

Address: _____

City: _____ County: _____ Zip code: _____

Phone: _____ Fax: _____

Library director: _____

Project director (contact person): _____

E-mail address/Phone Number (contact person):

Project Title: _____

Total population of library's legal service area: _____

Estimated number of persons to be served by this project: _____

Library current tax rate: \$ _____

Library current operating budget \$ _____

LSTA funds requested: \$ _____

Local funds to be used (optional): \$ _____

Project description (not to exceed space provided):

Part II—Program Narrative

Attach additional sheets with your descriptions of the proposed program, guided by the points below. Please number your sections to correspond with the numbers below. Narrative should be 3-5 pages, not including budget section.

1. Identify the materials do you plan to use in your study group (GED Connection or Workplace Essential Skills) and briefly justify your choice.
2. Explain the need for this program and identify the target audience. Report the status of any other programs and services for adults lacking a high school diploma and low literate adults in your community.
3. List goals and objectives for this program. Goal(s) should be broad and general. Objective(s) for each goal should be specific and measurable.
4. Describe the program you propose, showing how it uses KET materials and meets both community needs and the grant requirements. Estimate the number of adults to be served. If you are working with partners, describe the role of each partner and a brief description of each partner. Letters of support and cooperation are necessary.
5. What are the qualifications of your proposed facilitator, or what qualifications will you seek in a group facilitator?
6. If you have chosen to include a children's activity during the study group sessions, justify the need for it and describe the activities.
7. Briefly describe how the program will be promoted in your community-newspapers, flyers, contact with educational or social agencies, etc.
8. Include a project action plan.
9. Present a step-by-step work plan, in chronological order, which describes the activities to be used to reach your goals.
10. Describe how the project will be evaluated, what measurement tools will be used, and who will perform the evaluation data. Will there be follow-up evaluation? Acceptable tools include questionnaires, interviews, data or number collection, structured observation, logs or journals, etc.

Part III—Budget Worksheet and Budget Narrative

Use the budget worksheet below; include a line-item budget. Round all figures to the nearest whole dollar. Check your math! LSTA funds may not be used for administrative overhead, “door prizes,” “incentives,” or any type of “gift” to presenters, participants, or libraries. The addition of local funds is encouraged but not required. If local funds will be added to the project, list them on the budget worksheet and explain them in the budget narrative.

Library Name:				
Project Title:				
Category	Item Description	Basis for Cost Estimate	Total Cost / LSTA Funds	Total Cost / Local Funds
Personnel – Salary & Fringe Benefits			\$	\$
Travel			\$	\$
Supplies			\$	\$
Equipment			\$	\$
Contractual			\$	\$
Total Project Costs			\$	\$

Budget Narrative

The Budget Narrative is a clearly defined break down of all cost mentioned on the grants budget page. Explain, in narrative form, each line item in the budget worksheet. Show that these expenditures are clearly related to your project. Computers must meet or exceed the minimum specifications listed on the Missouri State Library Grants Web page. If requesting funds for equipment, include the specifications and unit price of each piece. All requests for project equipment must be project specific, appropriate to the project, and justified. Provide valid explanations for why equipment already owned by the library cannot be used. Requests for staff costs must include justification for additional staff hours, the rate at which staff will be paid, and the total number of hours staff will work. Provide explanations for both federal and local funds.

Libraries awarded project funds will have the authority to move up to \$300 between line items within their final proposed budgets.

The TOTAL LSTA FUNDS REQUESTED amount should match the amount of LSTA funds requested line in Part I.

Part IV--Certification and Signatures

ATTENTION: You must use Part I – Cover Page, Part III – Budget Worksheet, and Part IV – Certifications and Signatures for your application! Part II – Program Narrative and Part III – Budget Narrative should be submitted on white paper, single sided, double-spaced. Please number the narrative pages of Part II and Part III. Part IV must be the last page of your application.

Signatures of both the Library Director and the Library Board President are required, or the application will not be considered.

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying library. By signing this application, the library board acknowledges compliance with and agreement to all eligibility requirements.

Type name of Library Director

Type name of Library Board President

Signature, above official (in blue ink)

Signature, above official (in blue ink)

Date

Date

Mail completed applications to:

Diana Very, LSTA Grants Officer
LSTA Grant Application
Missouri State Library
600 West Main Street, PO Box 387
Jefferson City, MO 65102-0387

Application deadline: October 4, 2006 (postmarked)

For State Library use only:

_____ Approved

_____ Not Approved

\$_____ Amount Awarded

These grants are made available through funds from the Library Services and Technology Act appropriated by Congress and administered by the Institute of Museum and Library Services and the Missouri Secretary of State.

